

**MINUTES of meeting of the Old Buckenham
Parish Council
held on 7th November 2024 at 7:30pm
at Old Buckenham Village Hall**

**Old Buckenham
Parish Council**



The minutes are recorded in line with the terms of reference for meeting and the numbered items on the agenda. Copies of the Agenda will be issued alongside the final ratified minutes.

Present: Councillors N Bailey - Chair (NB), D Irons – Vice Chair (DI), S Burton (SB), L Evison (LE), S Gowers (SG), P Twissell (PT).

Apologies: - D Taylor (DT) sends apologies as will be late

In Attendance: - Rachel Noyes – Clerk (RN), Donna Oakley (DO)

Also present: 5 members of the Public

Meeting opened: 19h32

Chair signed as approved:

Date:

Vice chair signed as approved:

Date:

Minute

Action

- 24.11.01 **Apologies for absence**
DT sends apologies for being late.
- 24.11.02 **Election of Vice Chair**
Ali McWilliam has stepped down from the PC. On behalf of all the Councillors, we would like to send many thanks for all of her help on the PC over the last few years.
LE nominated DI as Vice Chair, PT seconded (5 in favour, 1 abstain) APPROVED
- 24.11.03 **To approve the minutes of the meeting held on Thursday 3rd October 2024**
Propose to approve by PT, seconded by NB (5 in favour, 1 abstain) APPROVED
- 24.11.04 **To record declarations of interests not already recorded in the current Members' Register of Interests:**
SB will be receiving payment for his band playing at the Ox and Plough pub.

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24.11.05 Financial Matters

Payments for Approval

Cheques:	Cheque No	
West Norfolk Web Design	100014	£354.00
OBVH (Room hire)	100015	£52.00
S Barker (Handyman)	100016	£250
R Noyes (reimbursement*)	100017	£205.34
D Irons (reimbursement**)	100018	£713.00
Mr Evison	100019	£138.15
1: Total Cheques 9/11/24		£1,712.49

* Poppy Wreath: £24.49

Defib pads £129.60

Ink £51.25

** Newsletter Paper: £683.76

Signs £29.24

Sos/DDR/s/BACs:	Reference	
J Frost (Comm Car)	100010	£55.30
A Hanna (Comm Car)	100011	£79.40
D Hanna (Comm car)	100012	£69.85
L Gedge (Comm car)	100013	£57.60
2: TOTAL SOs/DDRs/BACs		£262.15
GRAND TOTAL (1+2)		£1,974.64

Propose to approve by SG, seconded by SB to approve (6 in favour) APPROVED

As new Vice Chair, DI to become internal auditor of finances in place of Ali McWilliam

DO requested that any payments/claims are given to DO in advance of a meeting otherwise they will not be processed until the following month.

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24.11.06

To receive Councillors reports and reports of matters arising from those minutes: for update and information only

NB:

- Saturday Surgery, 4 members of public attended with primary topic of roads and road safety. NB has communicated with Highways Engineer and now awaiting responses. NB
- Needs to be a big push on replacement for Village Newsletter Editor. Current editor will put an advert together and PC will also help publicise.
- Spoke to Highways about potentially placing posts or a bank along Abbey Road and Sunnyside Track. Will require further research. NB
- Ditch alongside footpath to Village Hall has been cleared by Sapientia Trust. Will liaise with residents about clearing ditch around back of houses on Sunnyside Track.
- Youth Club will potentially be starting in Easter. It will be located in the Methodist Church but run by independent volunteers. Research has also been done about other local Youth Clubs. Have received more feedback from villagers and there seems to be more initial interest from primary school than secondary school children.
- Was a recent news article about our Christmas Tree. Acting on the information given to us by the previous clerk, the PC had committed to plans to ensure there would be a Christmas Tree in the village, albeit in a new location. It has come to light that the information given to us from the previous clerk was incorrect. Additionally, it is worth noting that the Christmas Tree has been outside Ox and Plough for 7 years and so it is nice to allow other local businesses to benefit from it. As this story was picked up from social media, it highlights the need to raise any concerns or issues with the PC directly rather than on social media.

DI:

- Request to receive financial information a little earlier as Cllrs only received data just before the meeting. RN to update DO with all contact details so that they can be sent directly, rather than via the clerk, to save time. RN
- Green needs repairing from Two Wheel Tuesday erosion, as per agreement with Mr Tranmer, as it is now the end of the season. PT volunteered to assist. Can Green Working Committee ensure the correct type of grass seed and type of soil is identified for Mr Tranmer. SB/LE/PT
- During recent meeting with Mr Tranmer, his Christmas Fayre will take place within the Ox and Plough property and not on the Green. As part of this, there will be a Christmas Tree being lit, but again located on the property of the pub.

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- Financial Risk Assessment needs completing. Clerk has been unable to complete this previous month but will be a priority for next meeting. RN
- Freedom of Information (Fol) request is still in progress. The PC is collating all relevant information, ready to feed back. DI
- Editor of newsletter is struggling with format of new minutes. DI to assist. DI

PT:

- Has had 2 new keys cut for Village Hall post box. One for RFO and one for Clerk.
- Saplings arrived for the back hedge of Recreation Ground. Have been in contact with Chapel Green School and first planting session to take place on Tuesday 12th November. PT

SB:

- Ottomer Pond: Hired a digger to get to pipe at a cost of £100 (agreed at previous meeting). Also dug two ditches to look for outlet but couldn't locate it. Contacted Company A to investigate cost for blasting it clear. They can not do it all in one go and would charge nearly £1000 for a day. Company B could blast the whole thing at a cost of £110/hr (plus VAT) and is predicted to take 5-6 hours. They will also be able to locate exact locations of blockages within pipe using sensors. SG thanked SB for all his work on the issue and suggested that it might be worth adding inspection chambers for the future. LE felt that this will give a clearer picture of the problem (blocked/broken etc) and location. SB suspect it is not damaged but simply blocked and suggested building a wier box in the future.

SG proposed to ask Company B to blast the pipe and locate any blockages in the overflow pipe from Ottomer Pond. LE seconded (6 In favour) APPROVED

SB

- SB has mowed and tidied the area around the War Memorial in advance of Remembrance Sunday.

SG

- New magnets on playground gate are now on.
- Have been collecting quotes for repair of the surface near roundabout and will complete soon.

- Speedwatch: During a recent Speedwatch event on Cake street, 14 people were recorded in one hour travelling at speeds ranging from 35-45mph. These speeds are done when they know the Speedwatch are there so concern about speeds travelled when no one is there recording. One car was recorded travelling on Hargham Rd at 53mph. Sent correspondence to County Cllr S Askew about the issue. SG is concerned that there will be a fatality in the village one day and wants to do everything possible to prevent this from happening. SG wanted it noted that the Police do not tell them when they're doing a speed check. They choose the location based on data sent to them by Speedwatch and they've been on Cake St twice in the last month. Looking to get in contact with someone from Highways regarding road safety. LE asked about a residents query at getting the 30mph extended (to replace the 40mph) due to popularity of Country Park but after NB raised the issue with Highways, they explained this would not be possible. NB has also had concern from resident about speed on Hargham Rd outside of the village.

(DT arrived)

RN

- Remembrance Day: Poppy wreath has been delivered ready for Sunday. Road closure of B1077 was rejected by Highways due to difficulty in closing a B-Road and creating a diversion. However, alternative solution of a TO15 was offered as this would allow us to simply block the road for 15mins and not require a set diversion in place. Crown Road would be closed also to prevent drivers travelling straight back down next to the Memorial. The Village Hall has offered to lend us some traffic cones to assist with blocking the road. Councillors volunteered to be in place to put road closure in place and direct drivers. SB has offered to read the list of names on the Memorial and will be providing a PA system.

SB is a member of Attleborough British Legion. He discovered that last year, our wreaths were collected without our knowledge after the event and sold this year at a discount price (still for the British Legion). Will be speaking to the group to ensure this is not done again.

- Two new sets of defibrillator pads purchased and installed in the Defibs located at the Ox and Plough and on Fen St.
- Green Working Committee meeting booked for 13th November.

RN

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- New bank account has been started. Awaiting mandate and information to be sent in the post. Had expected it to arrive by now so will chase up.

DT:

- Contacted Tree and Countryside Officer about whether sandbags can be left in place at Ottomer pond and covered with soil. They explained that this would leave the plastic from the bags in place and so is not advised. Would need to remove the bags, but could leave the sand before building up bank.
- Last meeting, it was agreed that trees on the Green that are over hanging a residents property could be cut back. Wanted to highlight that if any TPO's are in place on those trees, then permission would need to be sought and approved by Breckland Council. Tree surgeons would be able to assist with this.

24.11.07 To consider planning applications and to receive Breckland District Council's decisions made on any planning applications received before the meeting:

(All planning applications are available for viewing on the Breckland District Council planning portal – www.breckland.gov.uk/article/2933/Search-Planning-Applications - Parish Councillors have been asked by the chairman to view the new applications in advance of the meeting)

New planning applications

NONE

Amended Applications (for information)

NONE

Planning Decisions by Breckland Council (for information)

NONE

24.11.08 To consider the document “Terms of Reference OBPC Template rev A”
Propose to approve by DI, seconded by DT (7 in favour)
APPROVED

24.11.09 To consider the document “Terms of Reference Green Lease Committee Rev A v1.0”

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This was previously approved and mistakenly added to agenda. Will require another Terms of Reference for Green Working Committee.

- 24.11.10 **To consider the document “OBPC Grant application 2025-2026 Rev A_Optimized”**
Propose to approve by PT, seconded by SG (7 in favour)
APPROVED. RN to publicise and send out asap as deadline is the 29th November.
- 24.11.11 **To consider the document “OBPC Quotation approval Rev A.pdf”**
Propose to approve by NB, seconded by SG (7 in favour)
APPROVED
- 24.11.12 **To review and amend the Working Parties and Committees list**
See attachment
- 24.11.13 **To review Old Buckenham Parish Council’s Saturday Surgery**
Initially set up for a years trial. While there were lots of attendees initially, numbers have dwindled in recent months, with the same people in attendance every month. The approximate cost of renting the room for 2 hours a month is £240 a year. Councillors highlighted that there are many ways to contact the PC and Councillors: email, phone, the website, the monthly meeting and in person.
Propose by NB to reduce to every other month and then review after 6 months, seconded by LE (7 in favour) APPROVED RN
- 24.11.14 **To consider offering Defibrillator Training**
After recent loss in the village SG researched defibrillator training and discovered a charity that offers an hours CPR and defibrillator training for free (with donations greatly appreciated). Cost to PC would be rental of the Village Hall for an hour or two. Councillors felt it would be very popular with villagers. Propose by SG to offer CPR and defibrillator training for the village, seconded by DT (7 in favour) APPROVED SG
- 24.11.15 **To review signage on the Green**
As the PC is responsible for leasing out the Green to interested parties, we have a duty to display signs explaining that “Commercial use of the Village Green is not allowed without prior permission”. These have been purchased and will be displayed at prominent locations around the Green.

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- 24.11.16 **To review amendment to Land Transfer Agreement of Prince Harry's Wood**
Registry Office are processing the PC purchase of Prince Harry's Wood. They have spotted a small error as there is a sliver of land that was originally included in the agreement that actually belongs to someone else. Will require PC to agree and re-sign relevant documents.
- Propose by PT to approve amendments, second by DI, (7 in favour) APPROVED.
- 24.11.17 **Public Participation on agenda items only (3 minutes each)**
- Flashing 30mph signs aren't working. NB confirmed she had already informed Highways about it and will chase up.
- 24.11.18 **To consider items for next agenda**
- Green Working Party
 - Cemetery
 - DBS checks for Councillors
- 24.11.19 **To Confirm date of next Parish Council meeting on Thursday 5th December 2024 at Old Buckenham Village Hall at 7:30pm**
Confirmed

Meeting Closed: 9:10pm

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